

NORTHWEST LOUISIANA RALLY ASSOCIATION

PART 4: RALLY REGISTRATION SYSTEM

Please submit *the Online Registration Form* **no later than February 1, 2024**. Please go to [Website](#) and register before the deadline. The Rally Registration System was created to allow schools to register their students for testing events. Rally Coordinators are given a username and password to access the system. Registration is a two-step process:

1. Add the students you expect to participate in the NW District Literary Rally. Use the **Manage Students** option in the left sidebar in the COORDINATORS MENU. The “**Students**” screen will appear. In the upper right corner of this listing, there is a purple button to add + students. Click on the button and the “Add Student” screen will appear. Enter your student’s name and expected date of graduation. * **Be careful to add the correct spelling of the student’s name before hitting the submit button.**
2. Once you have provided your student list, you will then proceed to register for test events by using the “**+ Registration**” option from the left sidebar. The Registration list will have a similar “Add + Registration” button in the upper right area of the screen. Click on the button and the “Register Student” page will appear. In a registration, you will simply choose your student and your event (event and time) and click the submit button. The registration will be added to your listing. You will be able to assign up to three students per event (They must test at the same time).
3. You may make changes to these forms until the cut-off date that will be shared with you by the NW District Rally Coordinator.
4. If you need assistance or experience any issue with the system, we encourage you to click on the “**Need Support?**” item on the left menu. This will let you contact support easily and directly. Please include any screenshots you can take to better describe the issue.
5. **Download and print a copy of the Registration Report for reference when making substitutions.**